

**Support Agreement (SA) No. 2**  
**Performed Under**  
**Interagency Agreement Between**  
**The General Services Administration,**  
**Northeast and Caribbean Region**  
**and**  
**The National Park Service, Northeast Region**

**1. PURPOSE**

The NPS will assist GSA in the following manner: 1) NPS will provide technical assistance services to GSA relating to the planning, interpretive media design, programming and operations of African Burial Ground (ABG) and related interpretive functions and facilities; 2) NPS will design and implement a civic engagement process to assess public receptivity to management alternatives for the future development and operations of the ABG and related interpretive facilities.

GSA will provide the necessary funding to offset the full costs of NPS services. GSA will further provide funding for any costs related to amendments to the existing IDI, Inc. and John Milner and Associates contracts for necessary changes identified by NPS to be undertaken by IDI, Inc., John Milner Associates' African Burial Ground Office of Public Education and Interpretation (OPEI) or by qualified subcontractors agreed to by NPS during the course of this Agreement.

**2. AUTHORITY**

This agreement is entered into under the authority of the Economy in Government Act (31 U.S.C. § 1535) and the Historic Sites Act (16 U.S.C. § 461-467). The Economy Act as amended authorizes a Federal Agency to enter into an agreement with another Federal Agency for services, particularly those services which may be rendered in a more convenient and cost-effective manner.

**3. SCOPE OF WORK**

NPS will provide technical assistance on site definition, planning, interpretive planning and programming for the African Burial Ground, incorporate a civic engagement strategy and, after planning, offer recommendations for facilities design and future operations.

This effort will identify the Purpose, Significance, Fundamental Resources and Values, Thematic Content, Interpretive Issues, Desired Visitor Experience, Interpretive/Educational Programming, and Interpretive Media Objectives for the African Burial Ground.

NPS will design and implement a civic engagement strategy to provide meaningful and effective public input and to permit the assessment of public support for any preferred alternative for the future management and operations of African Burial Ground related resources and facilities. This will include media and other public outreach strategies. The NPS will publicize many of the activities within this agreement to broaden the base of understanding and anticipation for the future operation of the African Burial Ground. NPS will provide technical expertise for interpretive planning.

The NPS will perform the following tasks in cooperation with OPEI and IDI, Inc.

- NPS will engage and establish a connection with key stakeholders such as African Burial Ground volunteers, Descendants of the African Burial Ground, Friends of the African Burial Ground, project scholars and researchers and others; determine how they may assist in the planning process; and assemble stakeholder suggestions on the design and planning for the African Burial Ground and related facilities. NPS will communicate its role, share the program strategy and refine to respond to participants. The sessions will also identify other interested parties that should be included in the planning process.
- Continue to work with OPEI to engage the public through talks, tours, lectures, special events and other vehicles for civic engagement.
- NPS will conduct a minimum of 5 orientation sessions to introduce NPS role in the African Burial Ground Project to a broader New York audience.
- NPS will conduct a charrette to engage the public in reflections on the layers of meaning of the African Burial Ground and its purpose, significance, and mission as a historic site, to understand its fundamental resources and values, to assist in defining the site and its mission goals. The charrette will involve the public in the planning and interpretation process to identify the range of stories that may be told and to build a broader partnership of those who appreciate the importance of bringing this story to the American people. Participants will be asked how the site and program can be developed best to enable people to understand and appreciate its significance and meaning and, as well, to solicit opinion on future management options.
- The NPS will design and conduct a minimum of three multi-day workshops that will include a roundtable, and participation by individuals with interpretation and planning expertise, and stakeholders to determine site parameters, statements of purpose, significance, fundamental resources and values and mission goals. Workshops will provide the basis to develop a comprehensive interpretive plan to identify themes, interpretive issues and influences, determine the desired visitor experience, and select options and priorities. It will inform implementation strategies for an interpretive program including personal services and interpretive media and products. Workshops will also inform exterior memorial design and



identify potential management options. NPS will provide multi-disciplinary teams to conduct and participate in the workshops.

- NPS will synthesize the information developed during the multi-day workshops and produce a preliminary draft report including: draft statements of purpose, significance, fundamental resources and values, mission goals, interpretive themes, interpretive issues and influences, desired visitor experience, and options and priorities for public review and comment as well as preliminary estimated costs for management options.
- NPS will conduct a minimum of two public meetings to present the draft report described above. The drafts and management options will also be made available to the public via such vehicles as: the Internet, newsletters, and other media.
- NPS will finalize and publicly disseminate the final report with any changes resulting from the comments received at the two public meetings. The report will include evaluations of public support for preferred management options.
- After receiving public comment and after interpretive planning is complete, NPS and IDI will conduct a multi-day workshop with interpretive and design professionals to develop objectives and specific standards for content and fabrication of exhibits in the associated interpretive facilities.
- Based upon the objectives and standards, NPS will review and provide advice for interpretive media developed by IDI.
- NPS and IDI will conduct a minimum of two public meetings to introduce and receive comment on draft exhibits.
- NPS will provide technical assistance to IDI to finalize the development of the design and content of the interpretive exhibits.

GSA will assist NPS in the performance of this Support Agreement in the following ways:

- GSA will consult with NPS before taking any final actions relating to the subject matter of this agreement.
- GSA will provide timely responses to NPS requests for review, comment, or information.
- GSA will formally notify IDI, Inc and John Milner Associates/OPEI and any other necessary parties that NPS is providing assistance on the African Burial Ground Project and may be asking for cooperation and assistance in its efforts.

- GSA will ensure NPS staff access to all associated records and project data, and any other resources necessary for the NPS and partners to perform the work outlined in this Support Agreement.
- GSA will continue to fund OPEI during the period of this Support Agreement to ensure that OPEI's knowledge of the African Burial Ground's constituencies as well as resource and interpretive values are fully available to support and assist this planning effort.
- GSA will provide appropriate, timely review of draft documents submitted by NPS.

#### 4. Deliverables and Project Schedule

The following schedule of activities associated with this support agreement is contingent upon the schedules of others including active participation of IDI Construction Company, Office of Public Education and Interpretation, and GSA as well as the availability of key stakeholders to participate in meetings and workshops. The schedule will be updated accordingly during the regularly scheduled project management meetings.

Nov. '03	Meet with JMA/OPEI and GSA Meet with IDI and GSA Meet with ACHP to discuss civic involvement strategy
Dec. 03 - Mar. '04	Meetings with key stakeholders Hold Orientation sessions
Mar. '04 - May '04	Hold Charette and Workshops
May '04 - Jul. '04	Prepare draft Planning, Interpretation and Operations Management Report Review of draft report (NPS, IDI, OPEI) Present Planning and Interpretation Report to Public
Jul. '04 - Aug. '04	Hold Exhibit Design Workshops Revise Planning and Interpretation Report Technical assistance to IDI on exhibit design Final review and approval of exhibit design



Sept. '04      Submit final Planning, Interpretation and Operations Management Options  
Report to GSA by 9/30/04

## 5. FUNDING AND BILLING

GSA shall provide NPS with the funds indicated above, including appropriate funding information, to perform the work described in this agreement. NPS shall bill GSA quarterly costs incurred and GSA shall reimburse NPS within 30 days of receipt of billing.

If the National Park Service forecasts its actual costs to exceed the amount of funds available, it shall promptly notify GSA of the amount of additional funds necessary to complete the work. GSA shall either supply the additional funds to NPS or require that the scope of work be limited to that which can be paid by the then available-funds, or direct termination of the work.

Within 90 days of completion, NPS or GSA shall conduct an accounting to determine the actual costs of the work. Within 30 days of completion of this accounting, the NPS shall return to GSA any funds advanced in excess of the actual costs as then known or GSA shall provide any additional funds necessary to cover the actual costs as then known and authorized.

Each party to this agreement intends to carry out all its respective commitments and obligations under the terms of this agreement. However, each party to this agreement is subject to an appropriation and/or authorization for funding in order to fulfill such commitments and obligations. Therefore, this SA will automatically terminate if such funding is not furnished or is otherwise not available to either party.

No member of or delegate to Congress shall be admitted to any share or part of this Support Agreement, or to any benefit arising from it.

The Comptroller General of the United States or a duly authorized representative from the General Accounting Office shall, until 3 years after the final payment under this Support Agreement or for any shorter period specified in the Federal Acquisition Regulation (FAR) Subpart 4.7, Contractor Record Retention, have access to examine pertinent books, documents, papers, or other records involving transactions related to this Support Agreement.

## 6. POINTS OF CONTACT

### NPS Technical Points of Contact

#### Planning:

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#### Interpretation:

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### NPS Project Management Point of Contact:

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**GSA Technical Point of Contact:**

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**7. MODIFICATION AND AMENDMENT OF THIS SA**

This SA may be modified or amended only by written, mutual agreement of the parties. Either party may terminate this SA by providing written notice to the other party. The termination shall be effective upon the sixtieth calendar day following notice, unless a later date is set forth. In the event of termination, the GSA shall continue to be responsible for all costs (not to exceed the amount of this contract) incurred by NPS under this SA and for the costs of closing out or transferring any ongoing contracts.

Provisions are not included in this support agreement for NPS professional oversight and review of exhibit and facility construction by IDI or other GSA contractor. It is envisioned that GSA and NPS may wish to either modify this agreement or enter into a separate agreement for these services at an appropriate point in the future. An estimated point for inclusion of each has been indicated on the project schedule.



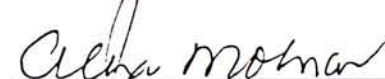
## 8. EXPIRATION DATE

This agreement is effective following its execution by the parties hereto and will be completed by September 30, 2005.

## 9. Signatures

National Park Service:

  
Marie Rust  
Regional Director, Northeast Region

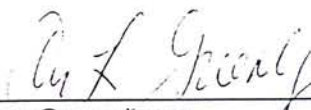
Date: Jan 16 2004  


Alexa Molnar  
Comptroller, Northeast Region  
National Park Service  
200 Chestnut Street, 3<sup>rd</sup> Floor  
Philadelphia, Pennsylvania 19106

General Services Administration

  
Karl Reichelt  
Regional Administrator

Date 1-13-04

  
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